

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

EQUIPMENT REPAIR SUPERVISOR

DEFINITION:

Under direction, to supervise the repair and maintenance of automotive, construction, and industrial equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, schedules, lays out, and assigns work to mechanics and other shop workers engaged in the overhaul and repair of automotive and industrial equipment;
- Inspects work in progress and upon completion;
- Instructs mechanics in difficult repair work;
- Supervises the maintenance and care of repair equipment;
- Inspects equipment prior to and after repairs and servicing;
- Performs difficult mechanical repairs and overhauls;
- Prepares and approves stock orders for parts;
- Designs and draws up plans for machine parts; enforces safety regulations;
- Prepares work schedules, budgetary estimates, records of work activities, and reports;
- Trains and rates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of full-time experience as an Equipment Mechanic or Equipment Service Writer with the City of San Diego. Possession of valid California Class A and Class C Driver's Licenses are required for some positions. Possession of a California Department of Motor Vehicles Medical Certificate dated within the last two years.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.